



## Peace River Area Monitoring Program (PRAMP) Committee

### Board of Directors Meeting

March 28, 2018

1:00 pm – 4:00 pm

NAIT Boreal Research Centre

### Meeting Notes

#### Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public	Community	Director
Shelly Shannon	Public	Community	Director
Reid Glenn	Public	Community	Director
David Hill, <i>Co-Chair</i>	Industry	Operators Group	Director
Robyn Kutz	Industry	CNRL	Director
Anthony Traverse, <i>Treasurer</i>	Industry	Baytex Energy	Director
Andy Trudeau	Gov	MD of Smoky River	Director
Corinna Williams	Gov	Northern Sunrise County	Director
Krista Park	Gov	AHS	Director
Karla Reesor		Executive Director	
Mike Bisaga		Technical Program Manager	
Lily Lin		Technical Program Manager	
Brenda Barber		Office Manager	

#### Guests:

Name	Sector Group	Organization	Participation
Vaughn Molin	Gov	AER	Guest

#### Regrets:

Name	Sector Group	Organization	Participation
Mark Roberts	Public		Director
Blair Fortin	Industry	Tervita	Member
Kenda Friesen & Art Laurin	Industry	Obsidian Energy	Member
Garrett Tomlinson, <i>Co-Chair</i>	Gov	Lubicon Lake First Nation	Director
Adele Parker	Gov	Town of Falher	Member
Shane Hussey	Gov	AHS	Co-Member
Bob Myrick	Gov	AEP	Guest
Elvis Thomas		Woodlands Cree	Guest

***These notes are provided as a summary of discussions of the PRAMP Committee. The views and ideas noted do not necessarily reflect the perspective of each Committee member. Decisions are taken by consensus.***

## 1. Meeting called to order at 1:24 pm by Dave Hill

- Review of Quorum and Introductions.

## 2. Review Agenda

*The March 28, 2018 Agenda was posted to the PRAMP Members' Portal prior to the meeting.*

The agenda was reviewed. Add discussion from the governance training yesterday.

**Motion to accept the agenda as revised by Anthony Traverse. Carried**

Board supports Karla writing a letter to AER to acknowledge Mike Zelensky's role in PRAMP.

## 3. Approve PRAMP Committee Meeting Notes from December 7, 2017

*The January 25, 2018 Minutes were posted to the PRAMP Members' Portal prior to the meeting.*

**MOTION to accept the minutes from January 25, 2018 by Corrina Williams. Carried.**

## 4. Technical Working Group (TWG) Update

*The TWG Meeting Summary, January Dashboard and February Dashboard were posted to the PRAMP Members' Portal prior to the meeting.*

- A large portion of the TWG meeting was spent discussing the canister program. Action are being taken to continue to improve the system. Recommend having a third party, such as WBEA senior technicians do an audit of the system as they have a similar program. Travel costs will likely be the only costs.

**Motion to engage WBEA to perform a third-party audit with expenditures of up to \$3,000 by Krista Park/Shelly Shannon. Carried.**

- Reviewed production data and how it can impact decisions going forward. The information will be posted on the website.

### **Action Item: Mike will follow up on the production data with Mark Roberts**

- Pressure sensors have been installed on the canisters. Indicates if there is a trigger and if there is a leak. Maxxam will determine a threshold for measuring the negative pressure.
- Karla has been in conversations with CNRL to take over operations of the PRC station and passive monitors. There is a draft agreement, still need to determine a few details. Ownership of the station and passives would stay with CNRL and PRAMP would operate them. Expect a start date of July 1<sup>st</sup>. Contract is based on one used in Wood Buffalo for similar circumstances.
- Zero Air Generator for use at the PRC station is included in equipment being purchased from WBEA. We may look at purchasing a second one in the next year.

## 5. Budget and Workplan for 2018-2019

*The proposed PRAMP 2018/19 Budget and Workplan were provided to the Board Directors in December 2018.*

- Submitted a new budget and workplan to AEP in December. The plan included a three-year rolling plan with funding requests for 3 current stations, PRC station and mobile. We have also requested funding for equipment for the mobile unit.
- We have requested funds to do a network assessment.

- Bob Myrick indicated workplans are supposed to be approved by next week.
- Our current contract expires on March 31, we are expecting a contract extension to the end of June, 2018.
- Karla will send an email to Bob Myrick to advise the board is uncomfortable operating the stations without funding in place.

**Motion to accept the coming contract extension on the understanding that the terms will be the same by Corrina Williams/Anthony Traverse. Carried.**

- An equipment purchase was authorized at our last meeting. Mike and Lily have been collecting costs and working with WBEA for the purchase of used equipment. Have also purchased a data management system.
- We have purchased three handheld airbeams and tablets from Inside Education.

## 6. Communications and Outreach

- We received \$44,000 for knowledge translation and outreach grant. The contract deadline is this weekend.
- Money allocated to Inside Education presentations to school, presentations to municipalities, trade show, give away promotions.
- Communications planning and website updates and newsletters are all part of the grant.
- Applied for another grant for 2018/19. AEP has indicated grant decisions may be made before the end of April.
- Draft annual community report for 2017-18 was provided to the Committee.
  - Shelly will provide Karla with the Northern Sunrise contact for photos.
  - A photo that extends front to back would be preferable.
  - What We Do will be in a box and we will add in highlights from 2017/18.
  - Changes required to the next box on the Total Hydrocarbons page.
  - Add in the AER complaint number to the back of the report.
  - The map will be changed to the same map used for the production data report.
  - Change the wording for the air monitoring – in operation 24 hours a day.
  - Change highway 842 to Township 842
  - Any additional feedback should be to Karla by April 3<sup>rd</sup>.
  - Change the personal impact statement from fire pits to idling.
  - Move the box from under the map to a higher location.
  - Box to explain what a canister is.

## 7. PRAMP Performance Review

*The draft Evaluation Plan was posted to the PRAMP Members' Portal prior to the meeting.*

- Purpose of evaluation was to assess if we are achieving our goals.
- Did the evaluation in two parts; the first was an on-line survey completed by the directors, the second was analysis done by PRAMP staff.
- One recommendation was around the canister program. We will continue to do what we can to improve the reliability.
- Another recommendation is to improve the efficiency of our operations. One issue would be the banking and not being able to do electronic transfers. We will also look at energy efficiency for the monitoring stations.
- Will set up a meeting with the Town of Peace River to gauge the interest of the town in working with PRAMP.

- An evaluation will be done annually.

**Motion to support the recommendations in the evaluation by Corrina Williams. Carried.**

## 8. Reconciliation

- Garrett Tomlinson provided a memo on possible roles for PRAMP with regard to Reconciliation.
- Good information that the Directors would like to review further and discuss at another meeting.

**Motion to table this discussion to the next meeting by Krista Park.**

## 9. Financial Update

*The January and February 2018 financial reports and cheque registry for December to February was provided in advance to Board Directors by email.*

- Going forward Brenda will do the cheque registry with the line items on it, for the Board to understand what line items the cheques correspond to.

**Action Item: Dave will talk to the Operators Group to find out who is paying for the power at 842.**

**MOTION to accept the financial report for information purposes by Doug Dallyn. Carried.**

## 10. Board Governance Training

- Debrief from our Board Governance Training yesterday.
- Committees of the Board should provide Options rather than Recommendations.

**Action Items: Brenda will put the Directors D&O and liability insurance on the website**

- There is a line item in our 2017/18 budget for governance. Could be used for more training or policy development.
- Karla would be happy to meet with anyone who was at the training to develop options to present to the Board at the June meeting. Dave, Karla and Brenda will be the start of the Policy Committee.

**Action Item: Karla will send out an email to our members to see if anyone would like to join any of our committees.**

## 11. Roundtable

Anthony – Air compressors has been and will be installed in Reno where the gas does not go to GenAlta. The air compressors are being installed to reduce emissions and assist with operational synergies (better reliability, less man hours, etc.).

Shelly – feedback from the Chamber and Rotary members. PRAMP presentation was well received.

Vaughn – have been doing site visits. Focussed on a few of the licenses; looking at pneumatic devices. Some licensees do not report or provide information when they have a venting issue. Licensees will need to start quantifying venting in the future. AER is trying to make clear that Directive 84 trumps all other directives.

Corrina – have had a few residents ask about the flights doing the air testing through AER. We have received files from Bob that we will post to our members' portal.

Doug – thank you for lining up the training yesterday. We will make certain we are doing good governance.

Krista – having a meeting with AB Health and AHS with the residents of Three Creeks to talk about multiple chemical sensitivity. Doing a lot of resident meeting and there is a general feeling that the air is better than it was 10 years ago.  
 Karla – gave a copy of the CARS program report. We will look at placing an ad in the Move Up magazine. We will put the AER hotline number in as part of our ad.

## 12. In Camera at 4:20pm to 4:36

- Karla’s recommendation will be to renew the contracts for our Office Manager and Technical Program Managers.
- Karla indicated that the Board should make recommendations on her contract.

**Motion to renew the Moving Forward contract for another year by Doug Dallyn/Corrina Williams. Carried.**

## 13. Next Meeting Dates

The next meeting will be May 24 by teleconference.

## 14. Adjourned

Meeting adjourned at 4:40 pm by Dave Hill

## ACTION ITEM LOG

Action Item Number	Action Item Description	Status
<b>New Action Items</b>		
2018-03-01	Mike will follow up on the production data with Mark Roberts	NEW
2018-03-02	Dave will talk to the Operators Group to find out who is paying for the power at 842.	NEW
2018-03-03	Brenda will put the Directors D&O and liability insurance on the website	NEW
2018-03-04	Karla will send out an email to our members to see if anyone would like to join any of our committees	NEW
<b>Ongoing Action Items</b>		
2016-10-01	Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract. Waiting for PRC transfer to PRAMP.	
<b>Parked Action Items</b>		
2016-01-05	The AQWG will work with AEMERA to implement the sampling program and to address the question of whether the background is different at the three monitoring stations. (To be addressed in 2017 following the completion of the background sampling program)	
2016-10-09	Bob will discuss within the AEP how the PRAMP Committee Monitoring Plan would be finalized, if necessary.	
2016-11-02	Allison and Kayedon will discuss forestry data for weather prediction and will report back to PRAMP Committee at a future meeting.	
<b>Completed Action Items</b>		
2018-01-01	Karla will provide the Board with the purchase plan for equipment for a portable monitoring station	

<b>2018-01-02</b>	A vote on the proposed purchase plan will be done by email immediately and ratified at the next meeting	